

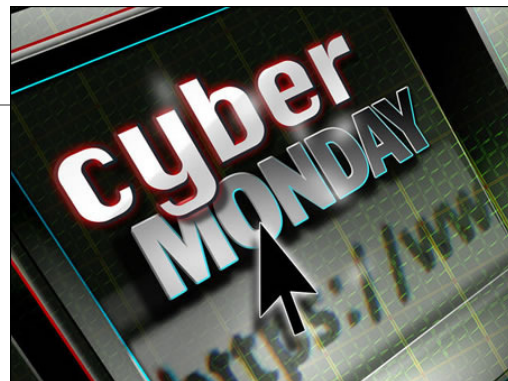
November
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ADOA INFORMATION SECURITY

MANAGING OUR INFORMATION SAFEGUARDS

Online Shopping

The following tips are to help promote a safe, secure online shopping experience:



- **Secure your computer** with the latest security updates installed, anti-virus updates, and firewall.
- **Upgrade your browser** to the most recent version available with the highest level of security available.
- **Ignore pop-up messages** with a pop-up blocker.
- **Secure your transactions** by looking for the "lock" icon on the browser's status bar and be sure "https" appears in the website's address bar before making an online purchase.
- **Use strong passwords** for online accounts with at least eight characters, with numbers, special characters, and upper and lower case letters.
- **Avoid public computers or public wireless.** Public computers may contain malicious software that steals your credit card information when you place your order.
- **Make payments securely** by using credit card rather than debit card.
- **Limit your online shopping to merchants you know and trust.**
- **Keep a record.** Keep a record of your online transactions, and copies of every e-mail you send or receive from the seller.

For more information on Internet safety, please visit

<http://www.msisac.org/awareness/news/>

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